2) Go to **Format > Align** on the Menu bar, or click the down arrow at the right of the **Align** icon on the Image toolbar, or right-click on one of the images and select **Align** in the context menu.

3) Select one of the options available for alignment.

> ℹ️ **Tip**
>
> Press the main area of the **Align** icon on the Image toolbar (to the left of its down arrow) to quickly left align the selected images.

Grouping and ungrouping images

To group several images so that they become a single object in the spreadsheet:

1) Select the images you want to group (select one and hold down the *Shift* key while selecting others).

2) Go to **Format > Group > Group** on the Menu bar, or right-click on one of the selected images and select **Group** in the context menu.

To ungroup images:

1) Select the image group you want to ungroup.

2) Go to **Format > Group > Ungroup** on the Menu bar, or right-click on one of the selected images and select **Ungroup** in the context menu.

To edit an image in a group:

1) Select the image group where you want to edit an image within the group.

2) Go to **Format > Group > Enter Group** on the Menu bar, or right-click on one of the selected images and select **Enter Group** in the context menu.

3) Select the image you want to make changes to and make the changes.

4) Go to **Format > Group > Exit Group** on the Menu bar, or right-click on one of the selected images and select **Exit Group** in the context menu.

Using LibreOffice's drawing tools

Calc, like all other components of LibreOffice, has a range of tools to create drawings such as simple diagrams, using rectangles, circles, lines, text, and other shapes. You can group several drawing objects to make sure they maintain their relative position and proportion if you move or resize them.

You can also use the drawing tools to annotate photographs, screen captures, or other illustrations produced by other programs, but this is not recommended. If you need to create complex drawings, it is recommended to use LibreOffice Draw and then insert the drawing into your spreadsheet. For a more detailed explanation, see the *Draw Guide*.

Drawing toolbar

To begin using the drawing tools, go to **View > Toolbars > Drawing** to open the Drawing toolbar, which appears in its default position at the bottom of the spreadsheet. You can make this toolbar a floating toolbar and move it to a more convenient position.

When the Drawing toolbar opens, it displays a default set of tools as shown in Figure 186. Hover the mouse pointer over a tool to see a tooltip describing its function. Icons with small arrows on the right side open with palettes of tools. To add tools to the Drawing toolbar, right-click in an empty area on the toolbar and select **Visible Buttons** in the context menu.